

7 August 1950

MEMORANDUM TO: SED

THRU : ESEC

SUBJECT : Reclassification of Position - Type Press Helper

1. It is requested that the position of Type Press Helper, Slot No. 20, Documentation Branch, OAD, presently occupied by [redacted] be reclassified. 25X1

2. Additional duties and responsibilities have been delegated to this position since it was originally set up and it is believed that this position now merits a higher classification.

3. This request is made with a view to promoting [redacted] to the higher level awarded, since he has proved himself capable, reliable, and efficient in the performance of his normal duties as well as in the assumption of additional responsibilities.

██████████ past experience in work closely related to the type of endeavor carried on by the Documentation Branch has enabled him to assist, when necessary, in the solution of problems other than those directly concerned with his own assignment.

4. In view of the above considerations, it is recommended that the subject position be reclassified and, when this is accomplished, that [ ] be promoted to the grade allotted. 25X1

Chief, OAD

TOR NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILED NO. \_\_\_\_\_  
IN CLASS ☒ SELECTED CLASS CHANGED TO: YES ☐ NO ☐  
NEXT REVIEW DATE: 89 REV LATE 15-579 32936  
ADL PGE 1 CREATION DATE \_\_\_\_\_ ONE CONT 36 ORG CLASS 02  
REV CLASS C REV COORD. \_\_\_\_\_ EUTH. MD REG.

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